

City of Newton Vaccine Policy Vaccine Data Collection Survey FAQs

Q: What system will the City use to collect data required under the COVID-19 Vaccine Policy?

A: The City will be using SurveyMonkey to collect this information. It is the same system used by the Newton Public Schools for this same purpose, and by the City Clerk's office to collect information yearly relating to the Conflict-of-Interest Law.

Q: I received the email about the Policy from the HR Department, now I want to upload my vaccination information or request an exemption, what do I do?

A: You will receive an email to your work email address with instructions on how to upload your vaccination information or request an exemption. This email will include a reference to the City of Newton Vaccine Policy Data Collection.

Q: Can I complete the survey on my mobile device, or does it have to be on a PC?

A: You can complete the survey on any mobile device or your PC.

Q: How do I upload my vaccination card?

A: You can upload it right from your mobile device or PC. If you are using a mobile device, you can easily just upload of the picture of your vaccination card or medical documentation. If you are using a PC, you can upload it in many formats such as a scanned PDF, photo or other document saved to your PC.

Q: I lost my card, how do I get a copy?

A: If you have lost your vaccination card, you can request a card by visiting the [City of Newton Employee COVID-19 Website](#) where we have populated guidance on how to request a copy.

Q: I don't have my card, but I do know the type of vaccine, and the dates and lot numbers of my vaccines, do I need to also upload the card?

A: Indicating all the information requested is required (vaccine type, date(s) of vaccines and lot numbers, if available) but uploading the card or medical documentation makes the verification process much quicker. It is not required, but preferred.

Q: I have all the information requested but I do not have the lot numbers, what do I do?

A: It is preferred that you obtain the lot numbers of your vaccines, as this makes the verification process much quicker. However, if you are unable to identify the lot number, you may leave those fields blank.

Q: I am not vaccinated but I intend to be by the compliance date, do I fill out the survey?

A: Everyone should fill out the survey. There is an option to indicate that you are not vaccinated but intend to be vaccinated by the deadline. Please indicate this information and the HR Department will communicate with you to determine the dates of your anticipated vaccines, to ensure you will be in compliance with the policy.

Q: I want to request a medical exemption, what do I do?

A: Access the survey through the email you will receive and indicate this request. Once you do that, the Human Resources Department will send the exemption request form to your email of choice. You will then complete the form and submit it to the Human Resources Department by the deadline noted in the policy.

Q: I do not intend to be vaccinated nor do I intend on requesting an exemption. Is there an option to indicate this on the survey?

A: No, there is not. The policy requires that all employees be vaccinated or approved for a medical or religious exemption by the compliance date noted in the policy. If you do not intend on doing either, please contact the HR Department by email at vaccinepolicy@newtonma.gov so that we may discuss your options and provide you with helpful resources.

Q: Who will see this data?

A: Only those with a specific business need will have access to this data.

Q: Who do I call for help if I run into issue with the SurveyMonkey?

A: If you have a technical issue or question regarding accessing the survey, the IT Department is happy to help. If you will be discussing your personal information with regard to data entry, we recommend you discuss this with the HR Department.